

SECRETPS-112/64
10 April 1964

MEMORANDUM FOR: Assistant for Plans and Development

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Installation of Remote-Writing Equipment

ATTACHMENT : Brochure on Electro-Writer

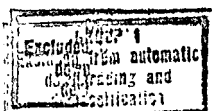
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1. One of the most valuable resources of the CIA/Photographic Intelligence Division is its corps of highly skilled photo interpreters. As the work load on these interpreters increases more rapidly than we are able to hire and train new personnel, we are increasingly concerned with making the most efficient use of every hour of the interpreter's time for those tasks which he alone can do, and relegating mechanical and technical functions to lower grade personnel or to automation.

2. One such area of concern is in the ordering and procuring of film from the film vaults on the first and third floor. During the past year the following orders have been filled for PID personnel at the third floor vault or in the first floor film file:

	<u>Number of orders</u>	<u>Number of cans of film</u>
April 1963	496	1609
May	541	4377
June	1127	4009
July	428	2700
August	504	3030
September	575	3030
October	625	3343
November	238	1760
December	260	1861
January 1964	324	2349
February	428	3114
March	240	1801
	<u>5703</u>	<u>32983</u>

Several factors should be kept in mind in interpreting the data given in the above table.

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- (a) On 25 June 1963, PID established its own film files for recent missions. This tended to decrease the reliance on the main files.
- (b) There was a somewhat lower rate of new missions during the end of 1963 and the first months of 1964.
- (c) The fire in the vertical vault incapacitated the third floor vault for a portion of March 1964, thus requiring analysts to deal directly with the first floor.

3. The average time for an analyst to walk from PID to the third floor vault, a distance of approximately 300 feet, place his order and return is on the order of ten or fifteen minutes. This travel is usually accomplished twice for each order placed: once to place the order and again to pick up the order when notified. Frequently there is additional travel required when the film material requested initially cannot be supplied, and the analyst must request a second choice of material. For example, an analyst may require 14 cans of film for a project. He may obtain only 9 of these on the first request and have to make several additional trips to get all the coverage required.

4. The figures given in (2) yield an average of 482 orders per month for PID analysts. Assuming two trips per order and a minimum of ten minutes per trip, this gives an average of 161 man hours per month consumed in traveling back and forth to submit and pick up film orders. In reality, due to unforeseen delays, in waiting for material, the time is even greater than this.

5. Consideration has been given to various means to cut down on this time-consuming process. Placing of orders by telephone is unacceptable because of the error rate in transmitting alphanumeric material orally. A suggested method is the installation of remote writing equipment such as the Telescriber or Electrowriter system in PID and in the film vaults. Use of a transceiver 25 type unit would give the analyst a written record of the order. The system would have advantages in time saved for the vault personnel since the unit would not need to be continuously attended and personnel could be engaged in filling orders while other orders were being received.

6. It is requested that the Plans and Development Staff investigate and initiate the installation of a remote writing system of the type described, between PID and the first and third floor film vaults. The system may be tried out on a temporary basis before permanent installation is made to determine the optimum placement of the units and the types of forms to be ordered for the transceivers.

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